KSIS & More

Kentucky Student Information System

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KENTUCKY DEPARTMENT OF EDUCATION

Kentucky Student Information System Beginning-of-Year Training

Kentucky Transportation Cabinet Auditorium, Frankfort and Lync Online Meeting Space

The Kentucky Department of Education (KDE) is conducting a beginning-of-year training session for KSIS users. The tentative agenda covers the following topics: behavior; restraint and seclusion; Local Educator Assignment Data (LEAD) teaching methods, course codes and elementary scheduling; how to identify for free meal status; changes to the conference summary; Persistence to Graduation Tool (PtGT); Technical Education Database System (TEDS); tracking alternative programs; Preschool Count and Brigance Kindergarten Screener; data requirements for Gifted and Talented and English Language Learners; ad hocs for data clean up; data quality and use; and possibly more.

> *When: July 24-25*

The training will be at the Kentucky Transportation Cabinet auditorium in Frankfort. It also will be available live by logging in to Lync Online Meeting Space. Recorded sessions will be published on the KSIS training page for later reference.

If you have not received your training invitation and online registration, contact your KSIS representative or Linda Burton at linda.burton@education.ky.gov.

Approval to offer EILA credit will be requested for district staff participating in the event.

New IC Security Measure Requires District Attention to Avoid Problems

User passwords will no longer appear in clear text in the user interface or the database effective Saturday, Aug. 17 (60 days after the release of E.1318).

For examples of effects, refer to the *June 2013 KSIS & More Newsletter.* Click here for additional information.

Kentucky eTranscript Initiative Update

KDE is launching the Kentucky eTranscript initiative, which will provide schools and students a free and easy way to send high school transcripts to public and private colleges. The eTranscript initiative is a joint project of KDE, Council on Postsecondary Education (CPE) and Kentucky Higher Education Assistance Authority (KHEAA), which are working to launch the e-Transcript service in the fall of 2013.

Districts can beat the fall rush by signing up as the portal opens in mid-July. Registration will take only five to 10 minutes, and the entire installation and training process should take one hour or less per school. The installation itself is simple and quick – like downloading a driver for a new printer.

Once the installation and test processes are completed, the eTranscript implementation specialist will schedule a "launch call" with your school. We recommend that the principal, guidance counselors and anyone involved with processing transcripts participate in this call. The call will cover change process, communication with students/parents, training, next steps, marketing materials and a link to the service on the school website.

Webinars will be offered starting in July to provide additional information on the initiative, registration process and electronic transcripts. Each school superintendent will receive detailed information, and we will provide a schedule for the webinars soon. All schools and districts are encouraged to sign-up and attend a session (you may attend as many sessions as you like).

For more information or if you have questions, contact DeDe Conner with the Division of Enterprise Data at dede.conner@education.ky.gov. More information on signing up will be sent to superintendents in the next couple of weeks.

Electronic Safe Schools Verification for 2012-13

KDE has created a Web application for the **Safe Schools Verification for 2012-13**. Once a district is confident that its behavior data in Infinite Campus is complete and accurate, the superintendent may click this link, 2012-13 Safe Schools Verification, to confirm verification of the district's 2012-2013 safe school data. This will replace the paper superintendent verification form, which was scanned and e-mailed in prior years.
Verification of behavior data is due by June 28.

Grade Book (Beta)

Infinite Campus released Grade Book (Beta) with E.1314 for an open-testing period. The beta version will exist parallel to the current Grade Book during the 2013-14 school year. Tool rights must be assigned to users or groups and will establish access to Grade Book (Beta). IC will add several enhancements to the tool in E.1322, tentatively scheduled for release to Kentucky school districts July 10.

Infinite Campus trainers will conduct live WebEx training sessions over the next few months. Log in to Infinite Campus University (ICU) to register for the sessions of your choice.

COURSE	NAME	DATE	TIME
LL5206	Teacher Tools Tuesday: Assignments Roll Forward and Grading Process	6/25/13	9:30 a.m. (EDT) / 8:30 a.m (CDT)
LL5206	Teacher Tools Tuesday: Assignments Roll Forward and Grading Process	6/25/13	3:30 p.m. (EDT) / 2:30 p.m. (CDT)
LL5216	Teacher Tools Tuesday: Grade Book (BETA) Updates	7/23/13	9:30 a.m. (EDT) / 8:30 a.m (CDT)
LL5216	Teacher Tools Tuesday: Grade Book (BETA) Updates	7/23/13	3:30 p.m. (EDT) / 2:30 p.m. (CDT)
LL5216	Teacher Tools Tuesday: Grade Book (BETA) Updates	8/20/13	9:30 a.m. (EDT) / 8:30 a.m (CDT)
LL5216	Teacher Tools Tuesday: Grade Book (BETA) Updates	8/20/13	3:30 p.m. (EDT) / 2:30 p.m. (CDT)

Several self-paced training options also are available:

- a one-hour recorded WebEx training, GR 2111: Beta Gradebook Updates
- two video training segments in the Video Library on Campus Community provide an overview using traditional and rubric-based grading
- a teacher hands-on virtual lab (HOVL) covering the Instruction module, including Grade Book Setup

Additional documentation, forum treads and news related to the new Grade Book (Beta) can be accessed here on Campus Community.

ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to@KyDeptofEd. Access the KDE Facebook page here or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

Enrollment Update Script

When student enrollments are created for the next school year using the Enrollment Roll Forward tool, data for those students may change before the new school year arrives. Infinite Campus can run a Kentucky-specific script on district databases to update many of the state reporting and special education fields on student enrollment records. A full list of the fields updated by the script is included in the [Kentucky Enrollment Roll Forward](#) documentation on Campus Community.

To request the script, individual districts will need to submit a Campus support ticket by July 15. You should enter a subject line to identify the ticket as "KY Enrollment Roll Forward Script" and you should assign "medium" priority. The summary should include a request that the Kentucky enrollment update script be run for your district.

Important: Do not change the Active Year until after the script is run for your district**.**

House Bill 182

HB 182 establishes that a child who attends school in a district in which his or her parent is employed will be counted in the district's SEEK ADA funding. School districts still will enter the information on the student's resident district into Infinite Campus. House Bill 182 from the 2013 General Assembly will be in effect for the 2013-2014 school year.

A CDE (Child of District Employee) program flag has been added to Infinite Campus in all Kentucky school districts to identify and track students who are children of employees. Instructions for flagging the students were sent to directors of pupil personnel and KSIS points of contact on June 14, 2013. A state-published ad hoc report, Audit Children of District Employees, is available to generate a list of students who have been identified with this flag. If you have any questions regarding the identification of these students or the requirements of HB 182, please contact Cheri Meadows at (502) 564-5279.

Always Use Staff Locator Before You Add a New Staff Member

Most staff changes occur over the summer, so now is a good time for a refresher on the correct steps for entering new staff. You should always use Staff Locator before adding a new staff member. Failure to take this step may result in duplicate records in Infinite Campus State Edition. If a staff record for the person exists in another district, do not use "Create New District Staff." The steps you should take are:

Step 1. Use Staff Locator to determine if a staff record exists in Infinite Campus for this person. Path: Census > Staff Locator

- Enter the correct Social Security number (SSN) to search.
- If you find a match, select that record and the New Staff screen will appear
- If you don't find a match, click "Create New District Staff' and the New Staff screen will appear.
- On the New Staff screen, enter the required fields and the employment start date.
- Click the Save button at the bottom of the screen and the Demographics tab will appear.

Step 2. On the Demographics tab, enter all required fields. See KDE Data Standards for additional data fields that must be entered. In the Personal Contact Information section, the e-mail address must be for the staff member's Kentucky school e-mail account, not a personal e-mail account. Click "Save."

Step 3. Click on the District Assignments Tab, and then click "New"

- Enter the Employment **Assignment** Start Date: All staff must have a valid assignment start date.
- Select the appropriate (employee) type from the dropdown list.
  - ° For certified staff, select the appropriate type for teacher, administrator, counselor, librarian or speech therapist.
  - ° For all classified staff, select either support or other.
  - ° If you choose "Other" from the employee type dropdown list, the system will prompt you to make a selection from the list of alternate types. Click "Save."

Step 4. For teacher employee type only, click on the Credentials tab and then click "New Credential."

- From the Credential Type dropdown, select LC Licensure/Certification.
- Enter the start date (you can use the current date in this field).
- Enter the correct license number and then click "Save." The correct Education Professional Standards Board (EPSB) ID number must be entered in this field for all certified personnel. Human resource personnel can find this number on the EPSB website in the secure Kentucky Educator Certificate Inquiry lookup on www.epsb.ky.gov.

Student Placement in the Primary Program

A student may be retained based on the school's assessment of the student's needs. The school makes the final decision when it comes to student placement.

A school must complete the following steps to retain a student in primary:

- Select "retain" in the IC enrollment record. Students who are not retained will automatically roll forward into the next academic year.
- If "retain" is checked then that student will not roll forward in the next academic school year. The student will remain in the same grade (K-3 or P1, P2, P3, P4).
- Check the "Extra Year in Primary" checkbox in the following year's enrollment.
- The check for "Extra Year in Primary" stays with the student to indicate he or she has taken advantage of the one extra year offered in the primary program.

If there is an error, district level staff will need to correct it. To make a correction:

- Go into IC and select "retain" in the year that the retention occurred.
  - In the current academic year enrollment, select the accurate grade level (K-3 or P1, P2, P3, P4).
  - Check "Extra Year in Primary."

In the past, only students that were exiting grade 3 at the end of primary were tested as part of state accountability. If staff had not determined and communicated to parents that a student would be retained in primary, the student was tested. If staff had determined to retain the student in primary and communicated that with parents, the student was not tested.

New Regulation 703 KAR 5:240 requires that all students in grades 3-12 be placed and enrolled in a single grade for assessment purposes. Students are expected to take the tests associated with the grade of the student's placement at the time of testing. A 3rd-grade student in the spring of 2014 will take the 3rd-grade test. If the student is retained in 3rd grade, the student will take the 3rd grade test again in the spring of 2015.

The primary program contact is Rebecca Atkins-Stumbo and she can be reached at rebecca.atkins-stumbo@education.ky.gov

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Continuous Instructional Improvement Technology System

Unbridled LEARNING

July 2013

CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

Educator Development Suite (EDS) Features for use in the PGES Pilot

Two new permission roles are available in the Educator Development Suite (EDS) to use in the PGES pilot. These new roles include EDS – CIITS manager and CIITS roster manager.

EDS – CIITS Manager

The EDS – CIITS manager role gives the user access to the Admin & Setup section of the Educator Development tab within CIITS. This role allows the user to update caseloads by assigning peer observers and observers to teachers and removing peer observer assignments. This permission is automatically granted to principals and superintendents to observe all teachers at their schools. With authorization of their principal or superintendent, the KSIS point of contact also can assign the role to appropriate certified personnel.

Once an observer and observation window are assigned to a teacher, the observer will be able to perform an observation for the teacher(s) to whom they are assigned. Observers' assignments may be removed; however, any scheduled observations must first be removed from the caseload. If the observer has started an observation for the teacher, the teacher-observer association cannot be removed.

The EDS – CIITS manager is a custom role provisioned in Infinite Campus by the KSIS point of contact at the school level in each district. You may request the EDS – CIITS manager role by completing the CIITS District User Access Request Form and submitting it to the district KSIS point of contact.

CIITS School Roster Manager

The CIITS school roster manager role gives the user access to the Enrollment Change Requests page, which is accessible from the User Management page, within CIITS. This permission allows the user to receive roster-verification and drop/add requests from teachers. The school roster manager will verify the information is correct in Infinite Campus and work with the appropriate district individuals to make any corrections. Roster changes made in Infinite Campus will be updated in CIITS each week. More information about viewing and managing roster change requests is available here.

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New CIITS 15.0 Release

CIITS 15.0 includes the Student Portal that allows teachers to search content intended for students, assign the content to students, set assignment parameters such as visible start/end/due dates and provide instructions/comments for the assignment. More information is available here.

Several other new features are available in the 15.0 release, including:

Enhanced Web Parts

Web parts containing attendance, benchmark and classroom tests, upcoming tests and assignments, and latest scored and completed tests are available on the Student Portal. These Web parts provide students easy access to pertinent information about upcoming events and their academic record.

District Scheduling for District/State-Created Curriculum

Districts may map curriculum to its unique courses and sections. More details will be available in July.

Publisher Filter for Material and Curriculum Search Results

A "Publisher" filter is available to limit material and curriculum search results.

Multi-Dimensional Rubrics

Multi-dimensional rubrics are available with various layout options (basic, grouped and scored at group level) available during the creation of the rubric. You may attach rubrics to items and you may add a weight to each dimension after the rubric is attached.

Improved Scoring Page

Users may score at the row or header level, based on the rubric layout selected. A redesign of the score pages also includes a new tab for scoring all open-response items. Additionally, you may enter comments for all open-response items, and those comments can be displayed on the student profile, student portal and parent portal.

Updated Item Analysis

The updated item analysis includes rubric-based performance for open-response questions.

Assessment Manipulatives

Assessment manipulatives are contained on the manipulatives toolbar and are no longer scaled down, thus ensuring reproducible measurements. Manipulatives include a ruler, protractor and compass.

SMART Clicker Integration

SMART-brand clickers are integrated into the product and support both test taking and polling modes.

Clarification: Disciplinary Incidents Tab has Limited Access

The June *CIITS News You Can Use* announced that a new CIITS "Disciplinary Incidents" tab on the student's profile will display disciplinary incidents (behavior) data starting in fall 2013. Access to view this tab will be limited to personnel with a need to know and will not include teaching staff. Each district will determine who should have access to this tab and, in most cases, access will be limited to the principal.

CIITS and Infinite Campus Data Reminders

E-Mail Address

A user's e-mail address is the login and controls access to CIITS. CIITS users should have a valid "kyschools.us" e-mail address in the primary e-mail field in Infinite Campus.

District Employment/Assignment Records

All users must have an active district employment record and active district assignment to gain access to CIITS. They should have active district assignment and district employment to get access to CIITS.

Section Number

The section number of a course should be unique; otherwise, it will look like two teachers are the primary teacher for the same section. This will cause problems in CIITS.

Course Number

The course must be aligned to a state course code to be included in CIITS.

Calendar

Schools may have multiple calendars; however, calendar **structure names** must be unique for every calendar in one school. If calendars have duplicate structure names, those calendars won't be pulled for inclusion in CIITS. For example, if a school has two calendars, the structure names should **not** both be "Main."

Contributing Professionals

CIITS allows only one contributing professional per course/section. If a course/section has more than one contributing professional, only the one that pulls in ad-hoc as Teacher 1 will be included in CIITS.

Roster

A student must have a schedule in Infinite Campus to be searchable in CIITS. If the student is enrolled but is not on a roster in a section in Infinite Campus then they will not be searchable in CIITS.